

**CITY OF PLEASANT HILL**

Established: 7/96

Pay Range: 70

Bargaining Group: PACE

## **ACCOUNTING TECHNICIAN**

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### **DEFINITION**

Performs complex clerical accounting work involving the maintenance of financial, accounting, and/or statistical records in an on-line accounting system.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level accounting or supervisory positions.

### **WORKING CONDITIONS**

Office setting with significant counter and phone contact with public, computer work, deadlines, and interruptions. Job requires ability to handle several things at once and work independently after minimal orientation to City's policies, procedures, and software.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents of this class have a high degree of responsibility assigned, complexity and confidentiality of work performed, independence and control over the work product, and/or specialized knowledge demonstrated. In addition, an Accounting Technician works under minimum supervision, and the duties assigned require the exercise of initiative, independent judgement and interpretation of regulations and law.

### **TYPICAL TASKS AND RESPONSIBILITIES**

Duties may include some of the following specific areas, and do include, but are not limited to, the following general areas:

**Accounts Payable** - Processes vendors' invoices for payment; compares invoices to purchase orders; checks amounts and payment account numbers; calculates extensions and discounts; confirms authorizations; prepares purchase order and change order documents; confirms encumbrances; verifies and balances audit trail; prints checks; prepares and distributes annual 1099s; communicates with departments and/or supervisors on appropriateness of purchases and/or adequacy of budget; and keeps system software manual updated for changes.

**Accounts Receivable** - Processes departmental requests to prepare invoices; posts billing information to accounting system; verifies and balances audit trail; makes collection follow-up calls; identifies for supervisor's approval accounts to write off; sends appropriate information to collection agency; records debt with TRW and requests TRW credit reports through modem access; keeps statistical records on A/R invoicing and

write offs; identifies accounts appropriate for small claims court, initiates legal actions against delinquent accounts; and testifies in small claims court as required; keeps system software manual updated for changes.

**Business License** - Administers business license ordinances, answers oral and written inquiries, and advises businesses and the public concerning business licensing requirements, procedures and tax calculations; maintains computer and hard-copy records on businesses operating in the City; posts new business information and changes to accounting system; verifies and balances audit trail; prints and mails licenses, renewal applications, and reminder postcards; collects business license taxes; composes correspondence, renewal instructions, and reports; prepares statistical and accounting reports; assists in the review and revision of ordinances, procedures, and other matters relating to the business license program; initiates legal actions against delinquent tax payers; testifies in small claims court as required, and keeps system software manual updated for changes.

**Revenue Collection** - Processes payments received by mail and in person for taxes, fees, permits, grants, business licenses, accounts receivable, reimbursements, etc.; researches unidentified revenue received and posts to the appropriate account; prepares monthly revenue reports; reconciles and researches accounts; maintains files.

**General Areas:**

Analyzes and reconciles account activity and balances, making or requesting appropriate adjustments, (includes assisting with year-end close work). Works extensively with computer systems, critically reviews and interprets computer reports related to specific job responsibilities, and works with programmers to identify and correct problems.

Maintains various ledgers, registers and journals according to established accounting procedures. Maintains accurate and thorough files related to assigned activities. Researches and answers employee, department, and vendor questions regarding the status of accounts, payments, etc. Prepares a variety of accounting and statistical reports, as requested.

Orders office supplies for City Hall, maintains supply room and coffee room stocks, checks and unpacks orders, resolves discrepancies with vendors.

Backs up other Accounting Technician position or Payroll Technician, as required. Confidentiality is a required and important aspect of the position as backup for Payroll Technician, whether assisting in the payroll area or assuming full responsibility during the Payroll Technician's absence.

**EQUIPMENT, METHODS & GUIDELINES**

Typically uses computer terminal linked to the on-line accounting software; personal computer with spreadsheet, word processing, and network software; prints; telephone; calculator; cash register; typewriter; check signing equipment; fax and copy machines. Resource materials include City policies and procedures; Pleasant Hill Municipal Code;

standard municipal accounting and financial record keeping guidelines; federal, state and municipal laws.

### **PHYSICAL DEMANDS**

The work requires speech, hearing, vision and manual dexterity as well as the ability to understand and carry out oral and written instructions, interpret written regulations, and work under deadline pressures. The work requires the ability to stand, sit, bend, stretch, and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as ledgers, files, records, etc.

### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three years of responsible experience in computerized bookkeeping or clerical work involving accounting record keeping and reporting. One year computer spreadsheet and word processing experience. One year experience dealing with the public in a service capacity.

#### **Education:**

Equivalent to a twelfth grade education with supplemental course work in accounting or bookkeeping methods.

### **OTHER REQUIREMENTS:**

California Driver's License and a satisfactory driving record. Satisfactory credit check.